

STATE OF NEW JERSEY  
NEWTON HOUSING AUTHORITY  
32 Liberty Street  
Newton, New Jersey 07960

May 24, 2021

(This is a condensed version of the ZOOM virtual and taped minutes of the Regularly Scheduled Monthly Meeting of the Newton Housing Authority Commencing at 5:04 P.M.)

**OPEN PUBLIC MEETINGS ACT**

The New Jersey Open Public Meeting Law was enacted to ensure the right of the public to have advance notice of and to attend the meeting of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Newton Housing Authority has caused notice of this meeting to be advertised by having the date, time, and place posted on the Newton Housing Authority Website.

In light of the Governor's issuance of Executive Order 107, we have been strongly encouraged to conduct all public meetings subject to the Open Public Meetings Act exclusively using communications equipment (e.g., telephonic conference call-in connections, internet streaming, etc.) for the foreseeable future without providing a physical meeting place. All members of the public may access the meeting (either video or telephone) via "Zoom".

**ROLL CALL:**

Present:       Chairperson Maria Fiedorczyk  
                  Vice-Chairman Richard Bitondo  
                  Commissioner William Nannery  
                  Commissioner Keith Keoppel

Also Present:  
                  Executive Director William F. Snyder  
                  Deborah Alvarez, Secretary/Transcriber

Excused:       Commissioner Rick Turdo

**APPROVAL OF MINUTES OF REGULAR MEETING – April 12, 2021**

Motion to approve minutes made by Commissioner Keoppel; 2<sup>nd</sup> by Commissioner Bitondo.

ROLL CALL:	Chairperson Fiedorczyk	Yes
	Commissioner Bitondo	Yes
	Commissioner Nannery	Yes
	Commissioner Keoppel	Yes
	Commissioner Turdo	Excused

Commissioner Bitondo suggested Agenda #5 be deleted from further agendas as it is redundant and in Resolution approving bill list for each month. He also requested "Old Business" be added on Agenda before "New Business".

### **ADMINISTRATIVE REPORT – Executive Director’s Report & Discussion**

- a. Transfer Policy – ED Snyder asked Commissioners how they would like him to proceed. There was unwritten policy regarding no transfers when Phillipsburg was involved. Discussion regarding people accepting studio apartment to get into NHA, then deciding studio too small and asking for transfer to 1-bedroom –transfer for convenience. Commissioner Bitondo asked how much time is needed to get ball rolling; 45 days with 30 days more to implement. ED Snyder will revisit transfer policy, have proposal by next meeting; then approval by Commissioners and implement in August. NHA has no July meeting, but one in August. Commissioner Bitondo said put it on hold; 45 day review and implement in September. A time limit should be imposed regarding how long tenant has lived in building before request made, as it involves preparing 2 units and is expensive.
- b. Question of when NHA will have in-person meetings. Commissioner Keoppel said all Commissioners and most tenants vaccinated. Discussion as to when – June was good with everyone and Community Room was selected as site. Masks to be worn and 6’ social distance. Usually 20 people attend. Meeting date is Monday, **June 14<sup>th</sup>**. Governor Murphy has mandated that after this coming Friday, no masks have to be worn indoors. Many tenants might attend to learn about transfer policy.
- c. Hair Salon – open now; rent paid; proper insurance coverage; not too many tenant customers yet.
- d. Income Recertifications will begin in the fall.
- e. Vacancies – there are 2 available apartments which are being painted and flooring is being done.
- f. Part-time employee status – ED Snyder had a program on his computer that entailed job descriptions, but it has disappeared. He has not created a job description yet, but hopes to work on it soon.

An event was held outside Sunday at NHA with 40 plus in attendance. People received box lunches; Gina Jones, a lovely singer, entertained the audience; 2 residents enjoyed dancing. Hopefully, it will be done again towards end of summer.

Weather cooperated and Commissioner Keoppel reported everyone had a good time.

Commissioner Keoppel thanked ED Snyder for sending email out via Joan, the formal **No Smoking Policy** to all tenants. Tenants had previously been told there was a **no smoking policy** but never received formal one HUD released. Commissioner Keoppel lives on 5<sup>th</sup> floor; someone said there was a smoker there, but in walking the hallway, Commissioner Keoppel didn't smell cigarette smoke.

## **OLD BUSINESS**

Commissioner Bitondo asked about status of NHA budget and improvements to NHA website. ED Snyder said budget is sent quarterly to State of N.J. as per State's requirements. It is budget to actuals. He has spoken with Mario. Commissioner Bitondo noted minutes and agendas are all up to date on website.

ED Snyder spoke with IT person at Phillipsburg re: Century Link and problems with in-house phone number. He has spent 90 minutes in 1 phone call trying to correct problem. Commissioner Bitondo suggested just changing phone number.

## **NEW BUSINESS**

Wendy Vandermoss (ph.) has indicated interest in becoming a NHA Commissioner; filled out an application on Town website. Karen Crossley (ph.), a member of Rec Commissioner is also interested in becoming a Commissioner on NHA, but doesn't know if that would be a conflict of interest. ED Snyder said she should fill out an application. Commissioner Bitondo made an appeal for Commissioners at Newton Chamber of Commerce meeting. Chairperson Fiedorczyk said a Resident Commissioner is needed.

## **RESOLUTIONS**

### **RESOLUTION #2021-7 – APPROVAL OF BILL LIST FOR MONTH OF APRIL 2021**

WHEREAS, in the course of administering the operations of the Newton Housing Authority expenses are incurred; and

WHEREAS, it is necessary to pay invoices monthly after being presented to the Board of Commissioners; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority, as follows:

1. That the attached list of bills for April 2021 in the amount of \$56,579.33 be approved for payment.

2. That the proper officers of the Authority be authorized to pay all items on the list of invoices.

3. That this Resolution shall take effect immediately.

Motion to approve payment of bills made by Commissioner Nannery; 2<sup>nd</sup> by Chairperson Fiedorczyk.

ROLL CALL:	Chairperson Fiedorczyk	Yes
	Commissioner Bitondo	Yes
	Commissioner Nannery	Yes
	Commissioner Keoppel	Yes
	Commissioner Turdo	Excused

Chairperson Fiedorczyk asked about Rotor Rooter invoice. ED Snyder said there was a problem with drains and sinks, many were backing up. Newer toilet (fancy) bowls were a problem; standard toilets will be purchased now. Commissioner Bitondo asked about Orange City Paving; ED Snyder explained.

#### RESOLUTION #2021-8 – APPROVAL OF EXECUTIVE DIRECTOR CONTRACT FOR 12 MONTHS

WHEREAS, the Newton Housing Authority (NHA) has previously entered into a contract with Execu-Tech, Inc. to provide Executive Director and other related management functions to the Housing Authority; and

WHEREAS, the same terms and conditions stipulated in the original short-term contract shall apply to the contract extension; and

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Newton that the contract with Execu-Tech, Inc. shall be extended for 12 months commencing on June 1<sup>st</sup>, 2021 and expiring on May 31, 2022.

Discussion about 30-day notice and is contract under Professional Services – 1 year in length. ED Snyder said Professional Services are for 2 year contract. He wasn't sure if it had to be bid and will look into it and RFPs. Commissioner Keoppel said make it the easiest way to handle and Commissioner Bitondo said make it as long as possible without conflicts. Commissioner Bitondo asked about termination on NHA's part; without cause and is it 30 days. ED Snyder said yes, correct, there is option of 30 days. This will be June 1<sup>st</sup> to May 31<sup>st</sup>.

Motion to approve made by Commissioner Bitondo; 2<sup>nd</sup> by Commissioner Keoppel.

ROLL CALL:	Chairperson Fiedorczyk	Yes
	Commissioner Bitondo	Yes
	Commissioner Nannery	Yes
	Commissioner Keoppel	Yes

Commissioner Turdo

Excused

**MISCELLANEOUS**

ED Snyder spoke of hiring a part-time person for help in the office. Joan, almost a Building Manager, calls Mr. Snyder every day and leaves lists for his in-office time on Wednesdays. Joan keeps everything straight, running and is good with tenants. In no way do they want Joan to be “pushed out” when a new person is hired.

Commissioner Bitondo requested for clarity that a particular sentence in Resolution #2021-8 be omitted, which was done by Secretary immediately.

**ADJOURNMENT**

Motion to adjourn meeting made by Commissioner Keoppel; 2<sup>nd</sup> by Commissioner Bitondo.

VOTE: AYES/All Present Commissioners (4)

Excused: Turdo

Respectfully submitted,

Deborah L. Alvarez  
Secretary/Transcriber  
Cell: 201-803-3675